

**important****Keyboard shortcuts don't work with the numeric keypad**

It's a strange quirk of Excel that you must use the number keys along the top of your keyboard when using keyboard shortcuts that involve a number.

If you use the numeric keypad on the right of your keyboard they won't work.

**note****Keyboard shortcuts are one of the secrets of maximizing productivity with Excel**

Many years ago I took my mouse and stuck it to the back of my monitor with sticky tape.

For a whole day I struggled to work without it.

The first few hours weren't much fun, but after that my work became faster and faster. It became a challenge to figure out how to do things without the mouse.

You will be far more productive if you can get into the same habit.

These days, there are some things that you simply need the mouse for, and some things that are genuinely faster (or easier) with the mouse.

For many common tasks, however, you'll find it faster and more efficient to work with the keyboard.

**The Wealth of Nations**

# Lesson 1-15: Use the Mini Toolbar, Key Tips and keyboard shortcuts

- 1 Open the *Wealth of Nations* sample worksheet (if it isn't already open).
- 2 Select cell B2 (Qatar) on the GDP worksheet.
  1. Click on the *GDP* tab.
  2. Click on cell B2 (Qatar).

Make sure that you only click once, otherwise Excel will think that you are trying to edit the cell.

	A	B	C
1	Rank	Country	GDP - per capita (PPP)
2	1	Qatar	\$ 80,900

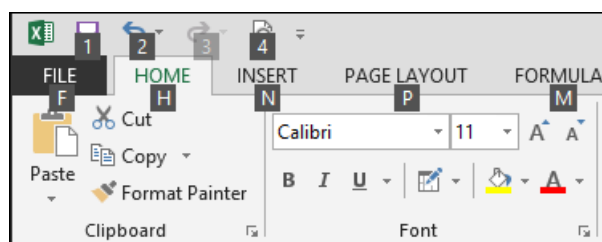
- 3 Make cell B2 (Qatar) bold, italicized and underlined.
  1. Click: Home→Font→Bold.
  2. Click: Home→Font→Italic.
  3. Click: Home→Font→Underline.

	A	B	C
1	Rank	Country	GDP - per capita (PPP)
2	1	<b><i><u>Qatar</u></i></b>	\$ 80,900

- 4 Display *Key Tips*.

Hold down the <Alt> key on the keyboard.

Notice how *Key Tips* are now displayed on the Ribbon and the Quick Access Toolbar:



- 5 Use the *Key Tips* to show a print preview using only the keyboard.

The key tips reveal the key you need to press to simulate clicking any of the Ribbon and Quick Access Toolbar icons.

Hold down the <Alt> key and press the relevant number to show a print preview (in the above example this is 4).

NB: Your toolbar, and the number you need to press, may look different to the screen grab above. Note that the print preview button will not be on the Quick Access Toolbar unless you added it during: *Lesson 1-14: Customize the Quick Access Toolbar and preview the printout.*

## note

### If you don't like the Mini Toolbar you can switch it off

Personally I really like the mini toolbar and wouldn't dream of switching it off but if you are used to an early version of Excel and find that it annoys you, here is how it's done:

1. Click:  
File→Options→General
2. In the *User interface options* section, uncheck the *Show Mini Toolbar on selection* item.
3. Click the *OK* button.

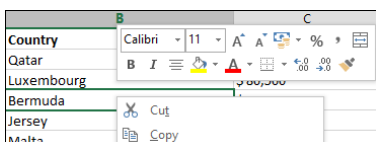
## note


### The shortcut menu

If you right-click on a cell, a shortcut menu is displayed.

The shortcut menu doesn't display *everything* that you can do to a cell but Excel's best guesses at the *most likely things* you might want to do.

Because Excel is guessing at the actions you might want to take in the context of what you are doing, the *shortcut menu* is also sometimes referred to as the *contextual menu*.



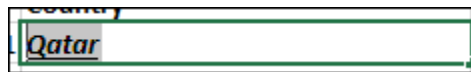
6 Click the *Back Button*  to leave *Backstage View* and return to the worksheet.

7 Use the mouse to select the text *Qatar* in cell B2.

1. Double-click the cell containing the text.

You'll see the cursor flashing in the cell. This means that you have entered *Edit Mode* enabling you to change the contents of the cell

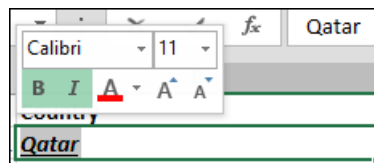
2. Position the cursor just after the word *Qatar* and hold down the left mouse button.
3. Drag the mouse across the complete word until it is highlighted like this:





4. Release the mouse button but do not move it away from the text.

8 Observe the *Mini Toolbar*.

Provided you didn't move the mouse cursor away from cell B2 you will now see the mini toolbar above the cell:



9 Use the *Mini Toolbar* to restore the text to non-bold and non-italic.

Click on the Bold  and Italic  buttons to remove the bold and italic attributes from the text.




10 Show a bigger Mini Toolbar with a right-click.

Right-click on *Bermuda* (Cell B4). Notice that, as well as the shortcut menu (see sidebar), you now get an even better Mini Toolbar with a few extra buttons.

11 Remove the underline from *Qatar* using a shortcut key.

1. Click on *Qatar* (cell B2).
2. Press the <Ctrl>+<U> keys on the keyboard to remove the underline.

But how can you remember cryptic keyboard shortcuts like <Ctrl>+<U>? Fortunately you don't have to. Hover the mouse over the underline button  (on the Home tab of the Ribbon) and you'll see the keyboard shortcut listed in the tooltip.